

**MEMBER DEVELOPMENT STEERING GROUP**  
**Friday, 7 September 2012**

Minutes of the meeting of the Member Development Steering Group held at  
Committee Room 1 - 2nd Floor West Wing, Guildhall on Friday, 7 September 2012  
at 1.45 pm

**Present**

**Members:**

Deputy Ken Ayers (Chief Commoner) (Chairman)  
Deputy John Bennett  
Revd Dr Martin Dudley  
Marianne Fredericks  
Wendy Hyde  
Deputy Joyce Nash  
Deputy Richard Regan

**Officers:**

Susan Attard	- Deputy Town Clerk
Lorraine Brook	- Committee and Member Services Manager
Gemma Stokley	- Committee and Member Services Officer
Tony Halmos	- Director of Public Relations
Sophie Galasinski	- Public Relation's Office
Colin Ashcroft	- IS Services
Ellen Murphy	- IS Services
Graham Bell	- Chief Information Officer

**1. APOLOGIES**

Apologies for absence were received from Mark Boleat and Henrika Priest.

**2. MINUTES OF THE LAST MEETING**

The private minutes of the last meeting held on 13 June 2012 were approved and agreed as an accurate record.

**MATTERS ARISING**

**New Member Induction – in preparation for 2013** (page 1) – In response to a question, the Director of PRO reported that the final Ward Newsletters for 2012 would be circulated in November and that there would be an opportunity to publicise briefings for potential 2013 candidates in this issue as planned.

**Plasma Information Screens** (page 2) – The Town Clerk reported that she had consulted the Remembrancer, IS Services and the Guildhall Premises Manager on this matter following discussions at the last Steering Group meeting.

Members were informed that the Guildhall Manager had reported that the new plasma screens, their locations and the format of the displays had been agreed with the two previous Chief Commoners. The Remembrancers Department had also warned that some of the events taking place in the Guildhall were confidential and it would not therefore be advisable to advertise all of these on the plasma screens in the reception area.

Deputy Regan stated that he had not been consulted on the re-location of the West Wing reception screens and had objected to this when it happened.

The Group were unanimous in the opinion that a screen should be re-located back to the original position – above the bag scanner in the West Wing Reception. The Deputy Town Clerk stated that it may be easier to add an additional screen to the reception area as opposed to re-locating the existing screens. The Chief Commoner asked that this was progressed before the end of the year and that he be kept directly informed of any progress.

Members also commented on the fact that the screens in the Members' Reading Room area needed to be updated regularly and as a matter of priority.

### 3. **RECENT EVENTS**

The Town Clerk reported on Learning and Development events that had taken place since the last meeting of the Steering Group.

#### **Pre-Court 'drop in session' re: iPads/Modern.Gov Committee Administration Software – Thursday 21 June 2012**

Members of the IS Services Team commented that this event had been very well attended. A Member stated that various 1:1 sessions on the iPad had also been organised for Members and had proved to be very helpful. It was suggested that the IS Team might look at emailing Members with an iPad 'tip of the week'.

### 4. **FORTHCOMING EVENTS**

The Town Clerk took the opportunity to update the Group on several future Learning and Development events for Members. These included:

#### **a) Standards – information and advice on the new arrangements/Code of Conduct – Autumn 2012;**

The Town Clerk reported that the new code and guidance on this would be presented to the Standards Committee later this month and then to the Court of Common Council in October. She added that staff were planning ahead to ensure that Members had clarity on these issues before the matter was brought to the Court and that a number of briefing sessions would be arranged in the coming weeks.

#### **b) The Equality Act 2010 – Keeping it Legal – What you need to Know - date TBC;**

The Town Clerk reminded Members that this session had originally been scheduled for Summer 2012 but subsequently had to be cancelled due to

staffing issues. Members were informed that the Committee and Member Services Team were still liaising with Corporate HR on this matter and would keep Members informed of progress.

**c) O2 Phone Migration and Unlocking for Members – Wednesday 19 September 2012**

Members were informed that an ‘open session’ would be taking place in the Alderman’s Dining Room.

**5. MEMBER DEVELOPMENT PLAN**

The Group reviewed the current Member Development Plan and those areas highlighted as priorities.

Deputy Regan raised his concerns and disappointment at the lack of sessions delivered from the Plan.

The Deputy Town Clerk agreed that the current Plan needed clearer time-scales attached to each area alongside details of who would be taking certain aspects forward.

The Town Clerk reported that several of the areas highlighted as priorities for Members had been delivered in recent months including ‘Contributing to Meetings/Groups’, ‘Conduct and Procedures in Meetings’ and ‘Understanding the Corporations Finances’. She went on to report that sessions that could be delivered in-house and therefore at little cost had been prioritised to date.

Members accepted that the Group needed to be realistic about what was deliverable and delegated this matter to the Chief Commoner to discuss and progress with Officers ahead of the next Steering Group meeting in December.

**6. REVIEW OF THE MEMBERS BRIEFING**

Members considered a report of the Director of PRO relative to a Review of the Members Briefing.

The Director of PRO began by summarising the 22 responses received from Members following the circulation of a questionnaire on the Members Briefing in the Summer. He stated that the comments received and featured in his report were very varied with no common ‘theme’ and that this Group would therefore need to take a view as to the future of this publication.

The Chief Commoner reported that he had met with the Chairman of the Policy and Resources Committee yesterday to discuss this matter and had found that they shared many of the same views on the future of this publication. Firstly, it was felt that a single document relevant for Members and the Livery Movement lacked focus. Next, it was felt that more articles should feature on meetings that have taken place recently and the major decisions reached by certain Committees.

Members went on to state that they felt that the document should undergo a more rigorous editing process by more Senior Officers and that the amount of

information on Private Events should be dramatically reduced thus significantly reducing the overall size of the document. The Group were, unanimously, of the view that the publication should move to the Internet and should be for Members only with just a handful of 'hard copies' placed in the Members' Room each month. It was discussed that, with an online publication, more could be done in terms of making the document more 'visually appealing' and most stories could be referred to briefly with links to further information for those with a particular interest in any given area.

The Director of PRO stated that, whilst some work on formatting would need to be undertaken initially, a move to an internet based document would dramatically reduce the printing and posting costs currently incurred.

A Member stated that she was disappointed that the document did not currently feature any kind of feedback from recent Mayoral visits or from those undertaken by the Chairman of the Policy and Resources Committee and asked that this be considered for future issues. Members were also of the view that advertisements for future events at the Barbican and Guildhall School should be kept to a minimum.

The Director of PRO reported that the September issue of the Members Briefing would be produced and circulated in its old format with a view to 're-vamping' this for October.

It was agreed that the Chief Commoner, Deputy Richard Regan and the incoming Chief Commoner (once known) should meet with the Director of PRO prior to the next meeting of this Steering Group to approve and review the new format of the Briefing. It was also agreed that this would then be circulated to all Members of this Group for further feedback prior to its publication.

Finally, the Director of PRO undertook to discuss this new approach with the Chairman of the Livery Committee in order to determine what, if anything, would now be produced for Livery Company Clerks.

## **7. MEMBER INDUCTION - PREPARATIONS FOR 2013**

The Town Clerk was heard relative to preparations for the 2013 new Member Induction Programme.

Members were shown a proof of the proposed 2013 Member Induction Pack and a copy of this was left with the Chief Commoner for members of the Group to view and submit comments on ahead of the next Steering Group meeting. The Town Clerk explained that a number of briefing sessions for new Members were also to be arranged and Members views as to the format and content of these were welcomed.

The 2009 briefing programme for new Members was reviewed and it was suggested that additional information as to how Committees worked and how to gain appointment on to different Committees would be useful. It was also suggested that a short 'Q and A' session with some of the Corporation's retiring Members would be of use. The Chief Commoner went on to suggest that a slot

on the 'Role of the Chief Commoner' should also be added to the list of briefing subjects.

Finally, a Member suggested that Officers should be encouraged to use name plates at meetings for the benefit of any new Members and members of the public attending meetings.

The Town Clerk reported that Chief Officers would now be contacted in order to set up the briefing sessions for new Members.

#### **8. IPADS, MOBILE DEVICES AND CIRCULATION OF COMMITTEE PAPERS**

Members of the IS Services Team gave a presentation on the use of iPads. Members were told that, at present, ease of use was the top priority and that a number of Member training sessions had therefore been organised offering 1:1 training on the basics as well as specific Committee paper handling on the iPad.

Members were informed the Modern.Gov application whereby they could access non-public Committee papers would not be ready before the end of the year and that, in the interim, Committee papers would be sent to Members as a PDF.

The IS Team went on to report that they were actively seeking feedback from Members as to what changes could be made to improve their 'iPad experience'. One complaint had been that an additional password had to be entered to access the 'Good' technology. IS Services reported that the password on the 'Good' technology could be removed but that a more complex password consisting of at least eight letters and characters would now be required to access the device itself.

Finally, Members were informed that the IS Team were looking at producing a short 'crib sheet' for Members regarding the accessing of Committee papers on the iPad and it was hoped that this would be circulated to all at the end of this month.

Members raised concerns regarding the page numbering of Committee papers on the iPad and the fact that these did not correspond with those on hard copy papers.

It was also suggested that Officers should be encouraged to respond to all emails received from Members so as to inform the sender that these had been received. A Member commented that the sender was able to request a 'read receipt' for all emails sent to reassure themselves that their message had been read.

#### **9. ANY OTHER BUSINESS**

##### **Further iPad Training Sessions**

Members asked that IS Officers pro-actively contact them regarding future 1:1 iPad training sessions.

**The meeting ended at 3.45 pm**

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Chairman

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